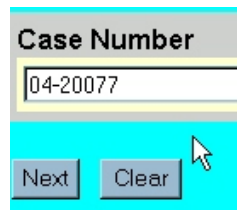


## Motion to Appoint a Trustee

**STEP 1** Select **Bankruptcy** from the **Main Menu**, then click on **Motions/Applications** from the **Bankruptcy Events** menu.

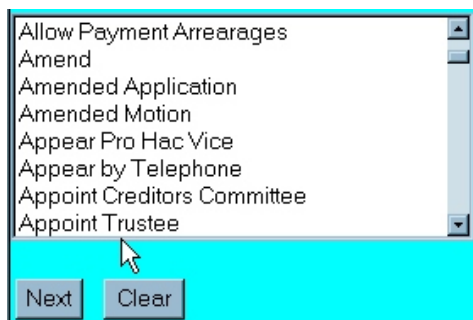


**STEP 2** The **Case Number** screen displays.



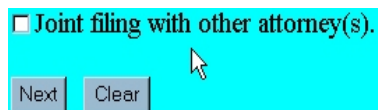
- ◆ Enter a **Case Number** and click on the **Next** button.

**STEP 3** The **Select the Type of Motion** screen displays.



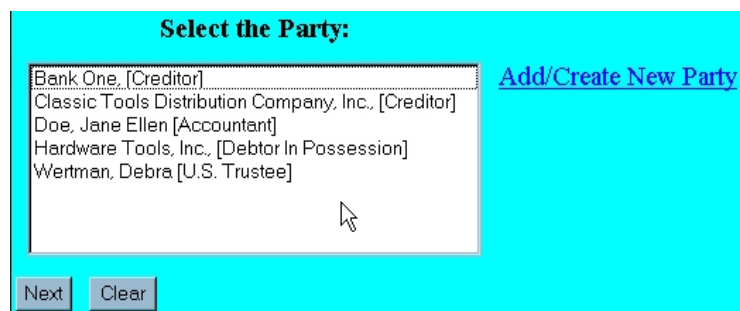
- ◆ Using up and down arrows to right of box, scroll the options to find and highlight type of notice being filed (**Appoint Trustee**).
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** screen displays.



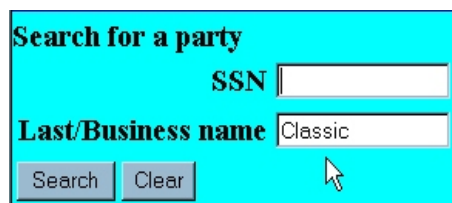
- ◆ Click in the box filing a joint notice to add the additional attorney.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party:** screen displays.



- ◆ If the name of the party you are representing appears on the list, click on the party's name and proceed to **Step 10**. If the name does not appear on the list, click on **Add/Create New Party** and proceed to **Step 6**.
- ◆ Click on the **Next** button.

**STEP 6** The **Search for a party** screen displays.



- ◆ Last/Business name: enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive). Do not search by SSN or Tax Id numbers.
- ◆ Click on the **Search** button.

**STEP 7** The **Party search results** screen displays.



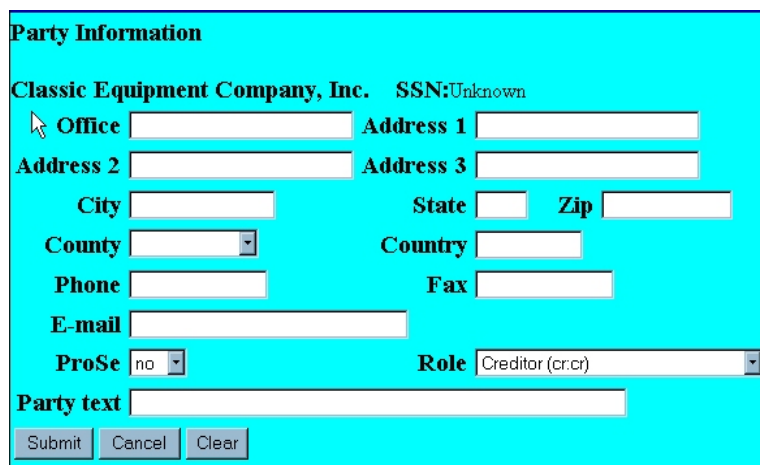
**Party search results**

Classic Bank,  
Classic Carpet Care,  
Classic Carpet Fashions, Inc.,  
Classic Equipment Company, Inc.,  
Classic Home Video,  
Classic Mining Co., Inc.,

Select name from list      Create new party

- ◆ If the party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on **Select name from list** and proceed with **Step 8**.
- ◆ If party's name is not found, click on **Create new party** and proceed to **Step 9**.

**STEP 8** The **Party Information** screen displays.



**Party Information**

Classic Equipment Company, Inc. SSN:Unknown

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

Submit Cancel Clear

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- ◆ Click on **Submit** and proceed to **Step 10**.

**STEP 9** If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

**Party Information**

Last name  First name

Middle name  Generation  Title

SSN  Tax ID

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the [**Tab**] key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

**STEP 10** The **Select the Party:** screen displays.

**Select the Party:**

Classic Tools Distribution Company, Inc. [Creditor]  
 Bank One, [Creditor]  
 Doe, Jane Ellen [Accountant]  
 Hardware Tools, Inc., [Debtor In Possession]  
 Wertman, Debra [U.S. Trustee]

- ◆ Highlight your party's name.
- ◆ Click on the **Next** button.

- STEP 11** Check the box to make an associate as the attorney for the party selected if appropriate. (this screen will not appear if association has been previously made)

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

☐ Classic Tools Distribution Company, Inc., (cr:cr) represented by (Name of Attorney), (aty)

Next Clear

- ◆ Click on the **Next** button.

- STEP 12** The **Select the pdf document** screen displays.

Select the pdf document (for example: C:\199cv501-21.pdf).

**Filename**

O:\PDFfiles\Bankruptcy - Motion.pdf Browse...

**Attachments to Document:** ☐ No ☒ Yes

Next Clear

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Yes** radio button to **attach the Proposed Order** and any additional documents, (e.g. an exhibit, appendix).
- ◆ Click on the **Next** button.

- STEP 13** The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**

O:\PDFfiles\Bankruptcy - Proposed Order Browse...

2) Select a document type and/or enter a description.

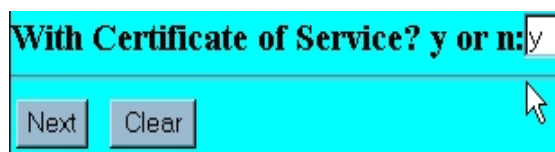
Type	Description
Proposed Order	Granting Motion to Appoint a Trustee

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Next

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

**STEP 14** The **Certificate of Service** screen displays.



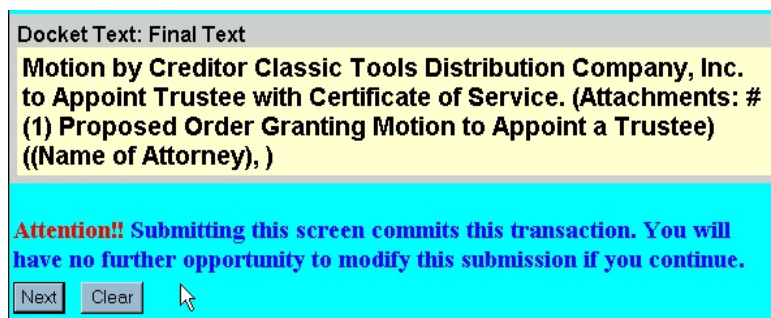
- ◆ Enter a lowercase 'y' or 'n' in the text box to indicate if a certificate of service is attached.
- ◆ Click on the **Next** button.

**STEP 15** A **Verification** screen displays. Verify you are working in the right case.



- ◆ Click on the **Next** button.

**STEP 16** The **Docket Text: Final Text** screen displays.



- ◆ Verify the *Final Docket* text. If correct, click **Next**.
- ◆ If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

**STEP 17** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from (Name of Attorney), entered on 4/22/2004 at 4:01 PM EDT and filed on 4/22/2004

**Case Name:** Hardware Tools, Inc.

**Case Number:** [2:04-bk-20077](#)

**Document Number:** [23](#) 

**Docket Text:**  
Motion by Creditor Classic Tools Distribution Company, Inc. to Appoint Trustee with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Appoint a Trustee) ((Name of Attorney), )

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**O:\PDFfiles\Bankruptcy - Motion.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp ID=1019576470 [Date=4/22/2004] [FileNumber=13006-0]